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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Additional Contiguous Construction for the  
Agency Inactive Records Center

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This memorandum contains a recommendation submitted for the Director's approval. Such recommendation is contained in Paragraph 11.

1. On 6 February 1957, the Project Review Committee disagreed among themselves as to the construction of an additional 30,000 square feet of space for the Records Center because of these three reservations:

a. Reservation from Mr. Amory: Timing of the construction in view of the President's anti-inflationary position. Mr. Amory emphasized the probable unfortunate consequence of Administration and Congressional speculation and possible implications in respect to all of the papers which CIA must have.

b. Reservation from Mr. Amory: The possibility of substantial disposal of copies of the National Intelligence Surveys, which he felt occupied too much space.

c. Reservation from Mr. Amory: Possibility of saving space through utilization of the Minicard process.

2. With respect to the political implications of the first reservation, it has been ascertained that the Bureau of the Budget has no objection to this proposed construction.

3. With respect to the NIS reservation, it has been ascertained that there is no actual nor potential disposal within this category. The NIS category now occupies only 8,000 cubic feet (24%).

4. With respect to the Minicard: An essential preliminary prototype operation won't be completed until 1 December 1958.

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5. In addition to the foregoing reservations, the Deputy Director (Support) has asked the Deputy Director (Intelligence and the Deputy Director (Plans), as well as his own office to step up scrutiny of possibilities for appropriate immediate destruction of records at Headquarters, as well as a re-examination of Records Schedules for the material presently held at the inactive Records Center. A sufficiently small contribution from this effort so far indicates that it will not be alleviating.

6. Present (1 May 1957) occupancy of the Records Center is:

DD/I	11,390	cubic feet	(34%)	- exclusive of NIS
DD/P	6,483	"	"	(20%)
DD/S	7,425	"	"	(22%)
DCI	23	"	"	
	<u>25,321</u>	"	"	
NIS	8,000	"	"	(24%)
TOTAL	<u>33,321</u>	"	"	

7. A physical examination of the plant at  by the DD/S coincides with the prognostication submitted to the PRC that in spite of some extra but unsatisfactory economical measures within the plant to gain a little more space, the building will be full about the middle of September 1957 (see attached chart).

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8. The PRC reaffirmed the position of the DD/S that it would be most unfortunate to stop the application of new Records Disposition Schedules or to slow down the processing within those already established. The savings to the Agency are demonstrably substantial and the program coincides exactly with the Hoover Commission Report which was emphasized for universal Government application by the President himself in 1955.

a. Approximately 85% of the Agency offices are now working under finished Disposition Schedules. The rest of the Agency will be completed about 1 July 1957.

9. While need for new building space is imminent, clearly use of all such new space necessarily is progressive over the next seven or eight years. Therefore, available space for other possible needed use at  may thereby be provided.

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10. Plans and specifications for this contiguous addition have been completed. We are ready to ask for bids.

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11. It is recommended that we proceed immediately with this construction.

L. K. WHITE  
Deputy Director  
(Support)

**Attachments**

The recommendation contained in Paragraph 11 is approved.

ALLEN W. DULLES  
Director of Central Intelligence

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